

**VIRTUAL/TELECONFERENCE MEETING  
LANDSCAPE ARCHITECT SECTION  
OF THE EXAMINING BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS, PROFESSIONAL  
ENGINEERS, DESIGNERS AND PROFESSIONAL LAND SURVEYORS  
MEETING MINUTES  
March 9, 2015**

**PRESENT:** Andrew Albright, Michael Kinney, Rosheen Styczinski

**STAFF:** Brittany Lewin, Executive Director; Shawn Leatherwood and Katie Paff Administrative Rules Coordinator; Kelly Williams, Bureau Assistant

**CALL TO ORDER**

Rosheen Styczinski, Chair, called the meeting to order at 9:13 a.m. A quorum of three (3) was confirmed.

**ADOPTION OF AGENDA**

**MOTION:** Michael Kinney moved, seconded by Andrew Albright, to adopt the agenda as published. Motion carried unanimously.

**APPROVAL OF MINUTES OF NOVEMBER 19, 2014**

**MOTION:** Michael Kinney moved, seconded by Andrew Albright, to approve the minutes of the November 19, 2014 meeting as published. Motion carried unanimously.

**ADMINISTRATIVE MATTERS**

**Election of Officers**

**SECTION CHAIR**

**NOMINATION:** Andrew Albright nominated Rosheen Styczinski for the Office of Board Chair.

Brittany Lewin called for nominations three (3) times.

Rosheen Styczinski was elected as Chair by unanimous consent.

**VICE CHAIR**

**NOMINATION:** Michael Kinney nominated Andrew Albright for the Office of Vice Chair.

Brittany Lewin called for nominations three (3) times.

Andy Albright was elected as Vice Chair by unanimous consent.

## SECRETARY

**NOMINATION:** Rosheen Styczinski nominated Michael Kinney for the Office of Secretary.

Brittany Lewin called for nominations three (3) times.

Michael Kinney was elected as Secretary by unanimous consent.

2015 ELECTION RESULTS	
Section Chair	Rosheen Styczinski
Vice Chair	Andy Albright
Secretary	Michael Kinney

2015 LIAISON APPOINTMENTS	
DLSC Liaison (PAP and Monitoring)	Andrew Albright, Rosheen Styczinski
Credentialing Liaison	Andrew Albright (Alternate: Rosheen Styczinski)

### Appointment of Liaisons and Delegated Authorities

- MOTION:** Andrew Albright moved, seconded by Michael Kinney, that the Section delegates authority to the Chair to sign documents on behalf of the Section. In order to carry out duties of the Section, the Chair has the ability to delegate this signature authority to the Section's Executive Director for purposes of facilitating the completion of assignments during or between meetings. Motion carried unanimously.
- MOTION:** Rosheen Styczinski moved, seconded by Michael Kinney, that, in order to facilitate the completion of assignments between meetings, the Section delegates its authority by order of succession to the Chair, highest ranking officer, or longest serving member of the Section, to appoint liaisons to the Department to act in urgent matters, make appointments to vacant liaison and committee positions, and to act when knowledge or experience in the profession is required to carry out the duties of the Section in accordance with the law. Motion carried unanimously.
- MOTION:** Andrew Albright moved, seconded by Michael Kinney, to adopt the "Roles and Authorities Delegated to the Monitoring Liaison and Department Monitor" document as presented in the March 5, 2015 agenda materials. Motion carried unanimously.
- MOTION:** Rosheen Styczinski moved, seconded by Andrew Albright, to delegate authority to the Credentialing Liaison(s) to address all issues related to credentialing matters. Motion carried unanimously.

**MOTION:** Andrew Albright moved, seconded by Rosheen Styczinski, to delegate authority to the Continuing Education Liaison(s) to address all issues related to continuing education. Motion carried unanimously.

### **EDUCATION AND EXAMINATION MATTERS**

#### **2012-2014 Landscape Architect Continuing Education Compliance Audit Report**

**MOTION:** Andrew Albright moved, seconded by Rosheen Styczinski, to refer non-compliant auditees to DLSC for review. Motion carried unanimously.

### **LEGISLATION/ADMINISTRATIVE RULE MATTERS**

#### **CLARB UPDATE**

**MOTION:** Andrew Albright moved, seconded by Michael Kinney, to appoint Rosheen Styczinski as the Section's representative for the Council of Landscape Architectural Registration Boards (CLARB) and other speaking engagements. Motion carried unanimously

### **ADJOURNMENT**

**MOTION:** Andrew Albright moved, seconded by Michael Kinney, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 9:37 a.m.